Alternative Work Arrangement Request Form

DE PERE

		ob Title:		116
Start Date for Alternative W	ork Arrangement:			4
Instructions:				
	Work Arrangement section of the	he City of De Pere Employee Poli	cy Manual.	
2. Fill out all required	fields on form.			
3. Obtain all required	signatures/approval (in the order	er indicated below).		
 ➤ Supervisor then ➤ Department Hea Formal Remote Work ➤ Supervisor then ➤ Human Resourc I requests should be subnown	Chedule Request (employee is a Department Head approve required routes copies to Supervisor, Erk Request Department Head then Human les routes copies to Supervisor a	Employee & Human Resources Resources approve request and Employee hr@deperewi.gov or interoffice		
	Regular Work Hours	Alternative Work Schedule (if applicable)	Check location where work will be performed*	
			Remote	Onsite
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
If remote work request is for vorking remotely for 2-3 dar	or a general request and not spe ys per week or requesting worki	cific days, or for partial days, plea ng remotely from 2-5pm every da	ase list your reque: y):	st: (i.e. requestinç
ervices provided by the depolicies. The employee undecity, at its discretion, may al	partment, or productivity and worderstands and agrees that they hatter or terminate the arrangemen	ernative work arrangement will not rk quality. The employee remains ave no right to continue this altern at any time.	obligated to compative work arrange	oly with all City ement, and the
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CC: Employee Supervisor Human Resources